

# ARBITERPAY WALKTHROUGH

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**FOR SPORTS OFFICIAL WHO ARE ASSIGNED AND PAID  
THROUGH ARBITERSPORTS**

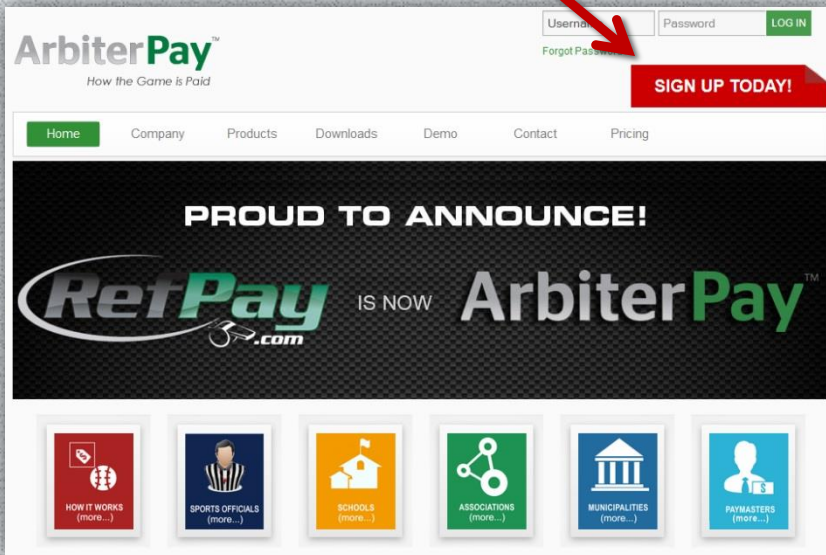
Updated as of 10/8/2014

# SIGNING UP

- Follow these easy steps to sign up on ArbiterPay as a Sports Official

1. Go to [www.arbiterpay.com](http://www.arbiterpay.com)

2. On the home page click  
**“Sign Up Today!”**



3. Select Sports Official

Registration Form - Step 1 of 8

Type of User

Type of User: \*

- Sports Official
- Sports Official - Canadian
- Paying Administrator
- Paying Administrator - Canadian
- School - Municipality
- Auditor

\* Indicates a Required Field

Next Cancel

4. Fill out Registration Form

5. Accept the terms and agreements and submit the registration

6. Once you submit the registration you will be prompted to sign into your new ArbiterPay Trust account!

# LINKING ARBITERPAY AND ARBITERSPORTS

- As an ArbiterSports user, you can have your ArbiterPay account automatically link with your ArbiterSports during the Sporting Official registration or manually link your accounts once your registration has been submitted.
- To have your accounts automatically linked during the registration, you just need to answer “Yes” to the question: “Do you receive game assignments through ArbiterSports?”
- Once you select “Yes”, the ArbiterSports Account Details box will drop down allowing you to input your ArbiterSports email address and password

**Registration Form - Step 7 of 8**

**Preferences**

Username \*:  (E-mail address recommended)

Password \*:

Confirm Password \*:

Security Key: \*  (4 Digits – Numeric Only e.g. 5555)

Would you like to order a RefPay debit card? \*  Yes  No

Do you receive games assignments through ArbiterSports? \*  Yes  No

**ArbiterSports Account Details**

Entering this information will automatically link your ArbiterSports and RefPay accounts together.

ArbiterSports Email:  (Used to access ArbiterSports)

ArbiterSports Password:  (Used to access ArbiterSports)

\* Indicates a Required Field



# LINKING ARBITERPAY AND ARBITERSPORTS

- To manually link your accounts, if you had not done so during the registration, please follow these easy steps:

NOTE: For sports assigned outside of ArbiterSports you will need to submit your ArbiterPay account # and username to your assigner to receive payment

- To link your accounts:

1. Go to ArbiterSports.com
2. Sign in
3. Click Payments Tab
4. Select ArbiterPay
5. Type in ArbiterPay Username
6. Click the green add sign
7. Type 4 digit Security Key
8. Check all Group ID's
9. Click Save when finished

The screenshot shows the ArbiterSports RefPay account linking interface. The interface includes a navigation menu with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and SETTINGS. The PAYMENTS tab is selected, and the REFPAY sub-tab is active. The RefPay Username is set to David999. The RefPay Account # is 1290401832, and the Group is 100003. The RefPay Security Key is 1290401832. The interface also includes a table of RefPay accounts and a section for selecting Group IDs.

RefPay Account #	Balance	Group
1290401832	\$0.00	100003
1290401832	\$0.00	105999

RefPay Account Number: 1290401832  
RefPay Security Key: 1290401832

Group ID's:  
 100003  
 105999

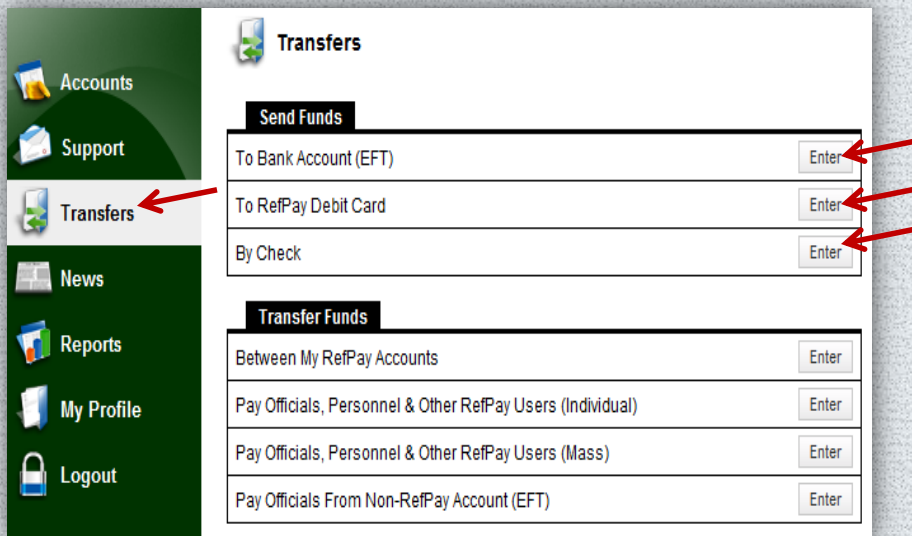
If an account has been set to a selected group, the existing account of the group will be replaced.

# TRANSFERRING FUNDS

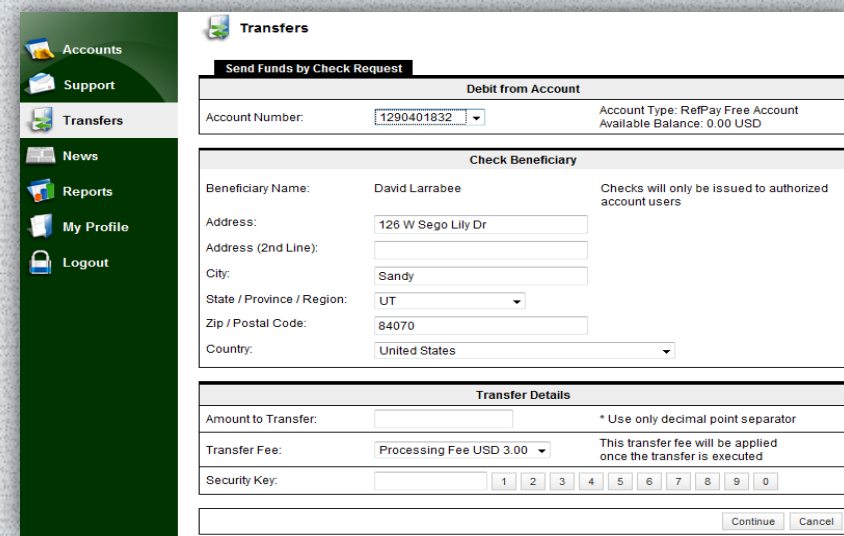
- Once your school, league, or association has submitted funds into your ArbiterPay account you have 3 ways to access your funds:
  1. By Check
  2. Direct EFT to your Bank Account
  3. ArbiterPay Debit Card
- Requesting a check to be sent to the address on your ArbiterPay profile is \$5 per check. Takes 3-5 business days
- As an official you can make a transfer directly to your bank from ArbiterPay for FREE. Takes 1-3 business days
- If you have applied for a ArbiterPay debit card, it is attached to your ArbiterPay account so you can use the available balance in your account immediately.

# REQUESTING A FUNDS TRANSFER

- To Request a transfer to your Bank Account, to ArbiterPay debit card, or by Check is fast and easy
- First go to ArbiterPay.com and sign in.
- Once you are signed in select the transfers tab on the left
- Decide if you would like to send funds to bank account or by check
- Fill out the transfer request form. Double check the information and submit



The screenshot shows the 'Transfers' section of the ArbiterPay website. On the left is a green sidebar with navigation icons for Accounts, Support, Transfers (highlighted with a red arrow), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and contains two sections: 'Send Funds' and 'Transfer Funds'. The 'Send Funds' section has three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. Red arrows point to these buttons. The 'Transfer Funds' section has four options: 'Between My RefPay Accounts', 'Pay Officials, Personnel & Other RefPay Users (Individual)', 'Pay Officials, Personnel & Other RefPay Users (Mass)', and 'Pay Officials From Non-RefPay Account (EFT)', each with an 'Enter' button.



The screenshot shows the 'Send Funds by Check Request' form. The top section is titled 'Debit from Account' and includes 'Account Number: 1290401832' and 'Account Type: RefPay Free Account Available Balance: 0.00 USD'. The 'Check Beneficiary' section includes fields for 'Beneficiary Name: David Larrabee', 'Address: 126 W Sego Lily Dr', 'City: Sandy', 'State / Province / Region: UT', 'Zip / Postal Code: 84070', and 'Country: United States'. A note states 'Checks will only be issued to authorized account users'. The 'Transfer Details' section includes 'Amount to Transfer', 'Transfer Fee: Processing Fee USD 3.00', and a 'Security Key' field with a numeric keypad. A note states '\* Use only decimal point separator' and 'This transfer fee will be applied once the transfer is executed'. At the bottom are 'Continue' and 'Cancel' buttons.



# AUTOMATIC TRANSFERS

- To make it even easier, you can opt to receive the funds from your ArbiterPay account without you even signing in!

To enable Auto-Sweep:

- Under the My Profile tab, select My Preferences at the top, and click modify. ArbiterPay gives you 2 choices on how to set up Auto Sweep.

1. Have the funds sweep when your balance reaches a certain amount
2. Have the balance sweep on a specific day of the month

The cost for the automatic transfers are as follows:

- By Check - \$5.00 per Auto Transfer
- To Bank Account - \$1.50 per Auto Transfer

The screenshot shows the 'My Profile' page with a navigation menu on the left containing: Accounts, Support, Transfers, News, Reports, My Profile (selected), and Logout. The main content area has tabs for: User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, and My Preferences (selected). The 'My Preferences' section includes:

- E-mail Notifications:** Transfer From Other User:  Yes  No
- Automatic Transfer:**
  - When Balance Reaches Amount in USD: 150
  - On Date: 15
  - Payment Method: Check
- RefPay Direct:**
  - Payment Method: EFT
- Security Key: \*

Buttons for 'Save' and 'Cancel' are at the bottom right.

# OFFICIAL'S UNLIMITED ACCOUNT

- As an official, you can opt in for an “Unlimited Account” that grants you unlimited automatic transfers to your bank account at no additional cost for one full year.
- To have your account upgraded, wait for the balance of \$9.95 to accrue in your ArbiterPay Trust Account, then send an email to [support@arbitersports.com](mailto:support@arbitersports.com)

If you have any further questions or concerns regarding your ArbiterPay account, please contact our support line:

801-576-9436